



*"People  
helping people  
help  
themselves"*

Mitchell E. Daniels, Jr., Governor  
State of Indiana

***Division of Mental Health and Addiction***  
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March 25, 2010

To: Indiana ATR Providers

From: Eric Scott,  
Program Director  
Indiana Access to Recovery

Re: Memo INATR 032- Service Definition Changes March 2010

In response to the needs of the clients of Indiana Access to Recovery, the Division of Mental Health and Addiction (DMHA) will be modifying the Service Array available to the clients. This action will result in changes to the service definition for Transportation, GED and Supportive Education and Relapse Prevention in Appendix B of the Indiana Access to Recovery (INATR) Policy and Procedures Manual. Additionally the Indiana ATR rate sheet will also be changing to reflect these modifications

Beginning May 1<sup>st</sup>, 2010 Recovery Consultants and Transportation providers will be allowed to purchase bicycles for the use of INATR clients in support of their recovery. As you will see in the service definition, the bicycles are to remain the property of the agency and are "rented" to the clients on a month by month basis. While some agencies may wish to gift the bicycles to the clients after some period of time, Indiana ATR requires that period of time not be less than 5 months and Indiana ATR does NOT require providers to make a gift of the bicycle to the client regardless of the time in service. Agencies wishing to add this service need only send a brief email to the Program Director explaining what precautions the agency will take to ensure that the bicycles are not diverted to inappropriate uses.

Also beginning May 1<sup>st</sup>, 2010 Recovery Consultants may authorize vouchers to GED and Supportive Education Providers for the purpose of reimbursing educational supplies such as GED or other testing fees, books for courses provided by other agencies in furtherance of the Client's Educational Roadmap, etc.. It would be inappropriate to use this billing category to pay for materials that are part of the training protocol that the GED and Supportive Education Provider is delivering in exchange for individual or group GED and Supportive Education Vouchers. This service is a dollar for dollar reimbursement and must be documented by a paid invoice or receipt attached to the appropriately completed client contact log.

The final group of changes affect the definition of Relapse Prevention provided by INATR Recovery Consultants. Within the new service definition for Emergency Relapse Prevention you will find that Recovery Consultants are now able to utilize relapse prevention funding for Identity Documents; Cleaning Supplies; Minor Auto Repair; Minor Housing Repair; and Ad hoc babysitting.

Please place this memo in Appendix A and replace pages 5 and 1,4 and pages 24-26 of Appendix B of the INATR Policy and Procedures Manual with their corresponding attachments to this memo. Also please remove all instances of the previous rate sheet and replace with the attached rate sheet dated 5-1-2010.

Thank you all for the excellent service that you each provide to those that we serve,

Eric Scott,  
ATR Program Director  
CC: Diana Williams





## Indiana Access to Recovery (ATR) – Reimbursement Rates

5-1-2010

The reimbursement rates for each of the services available through Indiana Access to Recovery are listed below.

These rates are subject to change. *No changes will be retroactive.*

Modality or Service Type	Cost Per Unit		Unit	Maximum combined expenditure
Recovery Support Services				\$4,000.00
Transportation Agency Vehicle	\$ 1.30		Mile	
Transportation Bus/Van/Cab - ticketed/billed	Less than \$6 / trip		Actual Expense +15%	
Transportation Bicycle	\$ 10.00		30 Days	
Employment Services – Individual	\$ 32.40		Hour	
Employment Services – Group	\$ 5.30		Hour	
Employment Services – Apprenticeship	\$ 8.00		Hour	
Employment Services – Supplies	\$ 1.00		Actual Expense	
Community Based - Continuing Care	\$ 1.00		Actual Expense	
Individual Community and/or Faith Based Support	\$ 32.40		Hour	
Group Community and/or Faith Based Support	\$ 5.30		Hour	
Individual SA Prevention/Intervention Education	\$ 32.40		Hour	
Group SA Prevention/Intervention Education	\$ 5.30		Hour	
Parenting Support Services < 12 Children	\$ 8.00		1/2 hour - 1 child	
Individual G.E.D. and Supportive Education	\$ 32.40		Hour	
Group G.E.D. and Supportive Education	\$ 5.40		Hour	
G.E.D. and Supportive Education - Supplies	\$ 1.00		Actual Expense	
Peer to Peer Services	\$ 7.50		1/4 hour	
Individual Parenting Education	\$ 32.40		Hour	
Group Parenting Education	\$ 5.40		Hour	
AOD Screening - instant test	\$ 15.00		Each Test	
AOD Screening - lab test – confirmation	\$ 25.00		Each Test	
Modality or Service Type	Cost Per Unit	Unit	Category Maximum Per Client	
Emergency Housing Assistance	\$ 35.00	1 day	\$ 210.00	
Transitional Housing Assistance	\$ 12.00	1 day	\$ 1,440.00	
Housing Counseling	\$ 32.40	Hour	\$ 842.40	
Family and Marital Counseling	\$ 48.60	Hour	\$ 1,000.00	
Family and Marital Counseling - Group	\$ 21.60	Hour		
Clinical Services				
Detoxification	\$ 78.00	1 day	\$ 780.00	
Assessment - Diagnostic Interview	\$ 25.00	15 mins	\$ 1,440.00	
Outpatient Treatment				
Individual Addictions Treatment	\$ 16.05	15 mins		
IOP - Group	\$ 35.27	Session=120+ mins		
Outpatient - Group	\$ 32.20	Session=120+ mins.		
Continuing Care Counseling - Group	\$ 16.10	Session=60+ mins.		
Integrated Treatment of Co-occurring Disorders	\$ 1.00	Medicaid Rate		
Medication Assisted Therapy				
MAT – Methadone	\$ 12.00	1 day		
MAT – Naltrexone - Oral	\$ 13.00	1 day		
MAT – Naltrexone - Injection	\$ 585.00	1 month		
MAT – Disulfiram	\$ 16.50	1 day		
MAT – Acamprosate Calcium	\$ 14.70	1 day		
MAT-Buprenorphine	\$ 29.00	1 day		
Recovery Consultation Services	See Recovery Consultation			



## Indiana Access to Recovery (ATR) – Recovery Consultation Services Reimbursement Rates

The reimbursement rates for each of the services available through Indiana Access to Recovery are listed below

These rates are subject to change. *No changes will be retroactive*

Modality or Service Type	Cost Per Unit	Unit	Category Maximum Per Client	Maximum combined expenditure
RC - Intake Interview	\$ 12.00	¼ hour	\$ 1,500.00	\$4,000.00
RC - Pre-Follow Up Personal Contact	\$ 16.00			
RC - Follow Up Interview	\$ 16.00			
RC - Post-Follow Up Personal Contact	\$ 16.00			
RC - Discharge Interview	\$ 16.00			
RC - Administration	\$ 9.00			
RC - Client Reengagement Incentive	\$ 100.00	\$ 100.00		
RC - Follow-up Client Incentives	\$ 1.00	\$ 1.00	\$ 20.00	
RC - Follow-up Provider Incentives – 85%	\$ 30.00	\$ 30.00	\$ 30.00	
RC - Emergency Relapse Prevention	\$ 1.00	Actual Expense +15%	\$ 1,000.00	
RC - Transportation Agency Vehicle	\$ 1.30	Mile	N/A	
RC - Transportation Bus/Van/Cab - ticketed/billed	Less than \$6 / trip	Actual Expense +15%		
RC - Transportation Bicycle	\$ 10.00	30 Days		

## **TRANSPORTATION SERVICES**

Organizations providing transportation services are expected to provide individual clients with transportation to and from recovery related activities in the form that has the greatest value to cost ratio. Transportation services shall not be provided in instances where clients have access to adequate transportation to meet the needs of their recovery activities nor for activities that are not directly related to the individual client's recovery activities. Clients should access these services if, and only if, transportation is a direct barrier to the client's sobriety. Transportation services may be provided either by purchase of a ticket, pass, or fare; or by providing a ride in the provider agency's vehicles. ATR vouchers will only pay for transportation in support of individual clients' recovery activities as listed in their individual recovery plan.

Indiana Access to Recovery is a supplemental voucher program. The funds accessed by the client through ATR are intended to help clients begin a recovery oriented life, or to overcome a period of relapse, but are insufficient to provide for all of the needs of a recovering individual. Utilization of transportation services should be limited to clients for whom transportation will remove triggers to relapse or obstacles to recovery.

Examples of acceptable transportation services include: transportation to treatment, to group, and to ATR service providers. Transportation services may be provided via multi ride bus passes, transportation in agency owned vehicles or cab fares. Examples of transportation services that are unlikely to be appropriate for ATR voucher funding include: transportation to shopping; to work; or to court, probation, or parole hearings. Transporting clients in personal vehicles of agency staff is not appropriate.

Transportation: Bicycle is limited to no more than \$100 per client and will require that the bicycle remain the property of the provider agency for at least 5 months. This service will be reimbursed at \$10 per 30 day period and may not be charged to ATR unless the bicycle is owned by the Provider.

During the clients' participation with Indiana Access to Recovery, total expenditures for transportation along with all other services the client receives through ATR funding should not exceed the maximum combined expenditures as listed and updated in periodic memos from the Indiana Access to Recovery state office.

<b>Modality or Service Type</b>	<b>Cost Per Unit</b>	<b>Unit</b>	<b>Maximum combined expenditure</b>
Agency Vehicle	\$1.30	Mile	\$4,000.00
Bus/Van/Cab - ticketed/billed	Less than \$6 per trip	Actual Expense +15%	
Bicycle	\$10.00	30 Days	\$100.00

## **G.E.D AND SUPPORTIVE EDUCATION**

Organizations providing GED and Supportive Education are expected to assist clients in developing a personal educational roadmap depicting the services necessary to promote the clients ability to remain in recovery. A personal educational roadmap should address deficiencies in life skills, technical education, high school equivalency, literacy improvement, job training, post-secondary education, and other traditional educational achievements. Organizations providing GED and Supportive Education should offer many of the educational services recommended by the roadmaps that they develop for their clients. In cases where the organization does not provide the services called for in the roadmaps, organization personnel must be familiar with the policies and procedures of local organizations that provide those services and must be able to facilitate clients' successful completion of enrollment and aid applications. ATR Vouchers will only pay for GED and Supportive Education in support of individual clients' recovery activities as listed in their individual recovery plan.

The supplies billing category is intended for reimbursing educational supplies such as GED, ACT, SAT, or other testing fees, books for courses provided by other agencies in furtherance of the Client's Educational Roadmap, etc. It would be inappropriate to use this billing category to pay for materials that are part of the training protocol that the GED and Supportive Education Provider is delivering in exchange for individual or group GED and Supportive Education Vouchers. This service is a dollar for dollar reimbursement and must be documented by a paid invoice or receipt attached to the appropriately completed client contact log in the client's ATR file.

Indiana Access to Recovery is a supplemental voucher program. The funds accessed by the client through ATR are intended to help clients begin a recovery oriented life, or to overcome a period of relapse, But are insufficient to provide for all of the needs of a recovering individual. Utilization of this service should be limited to clients for whom GED and supportive education will remove triggers to relapse or obstacles to recovery.

Examples of appropriate GED and supportive education services are limited to general education in pursuit of a degree, diploma, or similar services and might include GED preparation courses, literacy, financial management, and technical school or college courses linked to the individual client's recovery. Examples of GED and supportive education services that are unlikely to be appropriate for ATR voucher funding include services that should be billed under other categories. Partial hours may not be billed; only full hours may be billed to Indiana Access to Recovery.

During the clients' participation with Indiana Access to Recovery, total expenditures for GED and Supportive Education Services along with all other services the client receives through ATR funding should not exceed the maximum combined expenditures as listed and updated in periodic memos from the Indiana Access to Recovery state office.

<b>Modality or Service Type</b>	<b>Cost Per Unit</b>	<b>Unit</b>	<b>Maximum combined expenditure</b>
Individual GED and Supportive Education	\$32.40	Hour	\$4,000.00
Group GED and Supportive Education	\$5.40	Hour	
GED and Supportive Education – Supplies	\$1.00	Actual Cost	

- Transportation Bus/Van/Cab – ticketed/billed can only be reimbursed to agencies that have met the ATR certification requirements for this service. RC agencies must adhere to the Transportation service definition to remain in compliance with ATR policy. This service is reimbursed to the RC agency at a rate of \$1.10 for each dollar spent to purchase the ticket, token or pass. The additional 10% is intended to cover administration of this service. No other RC services can be billed for the time required to distribute bus passes to clients. For each contact log entry/encounter billed, there must be a receipt present in the client file.
- Transportation Bicycle can only be reimbursed to agencies that have met the ATR certification requirements for this service. RC agencies must adhere to the Transportation service definition to remain in compliance with ATR policy. This service is reimbursed to the RC agency at a rate of \$10.00 each 30 days that the bicycle is provided to the client.
- Emergency Relapse Prevention may be reimbursed to an agency when the service that the client requests to support their recovery is not offered in the existing ATR service array in the particular county. As always, ATR vouchers will only pay for Emergency Relapse Prevention in support of individual clients' recovery activities as listed in their individual Recovery Plan and should only be paid for services that directly remove barriers to recovery and remove relapse triggers. These services will be vouched under the following guidelines. All services not listed below must be approved by the state office prior to voucher authorizations:
  - Interpretation Services: This service can and should be used to hire a licensed or certified interpreter when the client has difficulty communicating in the spoken language of the Recovery Consultant or Service Provider staff. The Interpreter must be licensed or certified in a way equivalent to court interpretation certification. The interpreter must submit to the Recovery Consultant an invoice for the service provided which the client must sign to acknowledge receipt of services and which must be included in the Client Contact Log prior to billing.
  - Hygiene Items: Funding for hygiene items will be limited items such as soap, shampoo, hair care, feminine products, brushes or combs, etc. items of long term tangible value such as curling or straitening irons, clippers or trimmers, and the like will be strictly excluded. Additionally funding will be limited to cases where the client finds that the state of their personal hygiene acts as a trigger for their use or abuse. The Recovery Consultant staff must purchase the items themselves and have the client acknowledge that they have received all of the items purchase by signing the receipt when the items are given to the client. The receipt must be included in the Client Contact Log prior to billing.
  - Groceries: Funding for groceries will be limited to one week supply of basic foods for the client and their immediate family to allow time to connect the client with an appropriate food bank and must be purchased by the Recovery Consultant personally to avoid purchase of non-authorized items. Additionally the RC must have the client acknowledge that they have received all of the items purchase by signing the receipt when the items are given to the client. The receipt must be included in the Client Contact Log prior to billing.
  - Gas Cards: Funding for gas cards will be limited to \$10.00 per week for clients who express a need for this service in order to gain, regain, or maintain their sobriety and where this service will preserve the client's ability to transport themselves to recovery activities rather than depend on ATR transportation vouchers. All cards must be clearly marked: "May not be used for purchase of any item other than gasoline" and RC's must verify that it is store policy to respect this instruction. This service shall not be used in combination with any other

transportation service. Additionally, the RC must have the client acknowledge that they have received the card by signing the receipt when the card is given to the client. The receipt must be included in the Client Contact Log prior to billing.

- Dental Care: Funding for Dental Care will be limited to situations where the client's addiction or addictive behavior is related to the state of the client's dental health and where the client is not eligible for alternative no-cost dental care. Any care in excess of \$500.00 must be approved by the state ATR office before the work is completed. The Dentist's Office must submit to the Recovery Consultant an invoice for the service provided which the client must sign to acknowledge receipt of services and which must be included in the Client Contact Log prior to billing.
- Minor Health Care: Funding for minor health care will be limited to situations where the client's addiction or addictive behavior is related to the state of the client's physical health and where the client is not eligible for alternative low-cost health care. Any care in excess of \$500.00 must be approved by the state ATR office before the work is completed. The Doctor's Office must submit to the Recovery Consultant an invoice for the service provided which the client must sign to acknowledge receipt of services and which must be included in the Client Contact Log prior to billing.
- Insurance Co-pays: Funding for insurance co-pays will be limited to clients that have existing insurance and that cannot afford the co-pay for physical, mental, or dental health care services that are needed because they treat conditions directly related to the client's addiction or addictive behavior. Always the total of this funding may not constitute a total expense in excess of three hundred dollars (\$300.00). The Recovery Consultant must obtain an invoice for the co-pay which the client must sign to acknowledge the payment of the co-pay and which must be included in the Client Contact Log prior to billing.
- Identity Documents: Funding for identity documents is limited to payment of fees associated with obtaining an official copy of birth certificate, a driver's license, a state identification card, a passport, or another proof of identity. Funding is limited to fees; **payment of fines or court costs, or items similar to fines or court cost is explicitly prohibited.** A receipt or paid invoice must be kept in the client's file attached to an appropriately completed client contact log.
- Cleaning Supplies: Funding for cleaning supplies is limited to cases where the client resides in their own home and finds that the cleanliness condition of their home acts as a trigger for their use or abuse. Expenditures for Cleaning Supplies may not exceed \$80.00 over the entire time the client is receiving ATR funded services without approval from the state office.
- Minor Auto Repair: Funding for minor auto repair is limited to such cases where the client is properly licensed in Indiana for the operation of the vehicle which is properly registered and plated in the name of the client or their spouse and where a licensed or certified mechanic has made a simple repair to a client's vehicle in order to preserve the client's ability to transport themselves to recovery activities rather than depend on ATR transportation vouchers. Simple repairs shall consist of such items as tire patch, hose replacement, windshield repair, signal or light repair. Always the repair may not constitute an expense in excess of five hundred dollars (\$500.00). The RC will be required to maintain a copy of the client's Indiana Driver's license, the vehicle's registration, and the mechanic's certificate or license in the client's file along with pre-repair estimates and post repair receipts.
- Minor Housing Repair: Funding for minor housing repair is limited to such cases where a licensed or certified home repair agency has made a simple repair to a client's house in order to

preserve the clients ability to house themselves in a sober living environment during recovery activities rather than depend on ATR transitional housing vouchers. Simple repairs shall consist of such items as toilet, sink, or bath repair; window, door, or door-jam repair; roof leak; or HVAC repair. The home must be owned by the client or their spouse and may not be a rental property. Always the repair may not constitute an expense in excess of five hundred dollars (\$500.00). The RC will be required to maintain a copy of the Repair Professional's certificate or license in the client's file along with pre-repair estimates and post repair receipts.

- **Ad-Hoc Baby Sitting:** Funding for ad-hoc babysitting is limited to unforeseen emergency situations where a client's recovery is suddenly threatened by an unavailability of child care sufficient to allow the client to attend to their recovery activities. The RC Agency is responsible to verify that the Baby-sitting provider is appropriately licensed and insured and is responsible for verifying in writing the rate per child per hour prior to authorizing this service. This service will be limited to the reimbursement of RC agencies for the cost of paying for the care of the client's children during recovery activities while permanent child care arrangements can be made. This service must be limited to a short duration while permanent arrangements are made for the client's children and should not exceed five hundred dollars (\$500.00) over the period of time the client is receiving ATR funded services.

All RC's are responsible for making certain that no ATR funds or purchase instruments are used to purchase tobacco or alcohol products.

Modality or Service Type	Cost Per Unit	Unit	Category Maximum Per Client	Maximum combined expenditure	
RC - Intake Interview	\$ 12.00	¼ hour	\$ 1,500.00	\$4,000.00	
RC - Pre-Follow Up Personal Contact	\$ 16.00				
RC - Follow Up Interview	\$ 16.00				
RC - Post-Follow Up Personal Contact	\$ 16.00				
RC - Discharge Interview	\$ 16.00				
RC - Administration	\$ 9.00				
RC – Client Reengagement Incentive	\$100.00	\$ 100.00			
RC - Follow-up Client Incentives	\$ 1.00	\$ 1.00	\$ 20.00		
RC - Follow-up Provider Incentives – 85%	\$ 30.00	\$ 30.00	\$ 30.00		
RC - Emergency Relapse Prevention	\$ 1.00	Actual Expense +15%	\$ 1,000.00		
RC - Transportation Agency Vehicle	\$ 1.30	Mile	N/A		
RC - Transportation Bus/Van/Cab - ticketed/billed	Less than \$6/ trip	Actual Expense +15%			
RC - Transportation Bicycle	\$ 10.00	30 Days			